



Account Specialist III

Details

Job ID : 256

Title : Account Specialist III

Job Code : 708

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PROCESSING PAYMENTS FOR ALL GOODS AND SERVICES PURCHASED BY THE COURT OF JUSTICE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS ACCOUNT SPECIALIST II

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ROUTING INVOICES FOR PAYMENT AUTHORIZATION
- AUDITING TRAVEL VOUCHERS AND INVOICES FOR ACCURACY AND COMPLIANCE
- ENSURING CORRECT CODING INFORMATION
- PROCESSING PAYMENTS IN THE EMARS APPLICATION
- MAINTAINING DATABASE INFORMATION AS REQUIRED
- MAINTAINING HARD COPY FILES OF ALL PAYMENT DOCUMENTS
- OTHER DUTIES AS ASSIGNED